



NORTH HORSHAM PARISH COUNCIL

MINUTES OF THE NORTH HORSHAM PARISH COUNCIL MEETING HELD AT NORTH HEATH HALL, ST MARKS LANE, HORSHAM ON THURSDAY 13th JANUARY 2022 COMMENCING AT 7.30pm

Present: Councillors: A. Britten (Chairman)*, Mrs. K Burgess, P. Burgess, J. Davidson, Mrs. R. Ginn*, Mrs. J. Gough, R. Knight, D. Mahon*, R. Millington, T. Rickett B.E.M., D Searle, A. Shine, J. Smithurst, S. Torn, R. Turner, I. Wassell* and Mrs. S. Wilton (Vice Chairman)

* denotes absence

In attendance: Sarah Norman (Clerk)
Vivien Edwards (Deputy Clerk)

In the absence of the Chairman, Cllr. Britten, the Vice Chairman Cllr. Mrs. Wilton chaired the meeting

FC/653/22 Public Forum

There were no members of the public present at this point.

FC/654/22 Apologies for absence

The Council received apologies for absence from Cllrs. Britten, Mrs. Ginn, Mahon and Wassell.

Members **RESOLVED** to **APPROVE** the apologies from Cllr. Wassell on the grounds of COVID 19.

FC/655/22 Minutes

The Minutes of the Council Meeting held on 4th November 2021 were **AGREED** and were signed by the Chairman as being a correct record.

FC/656/22 Declarations of Interest

There were no declarations of Interests.

FC/657/22 Decisions made by delegated power since 4th November 2021 for ratification

Members **NOTED** that, due to the impact of the Omicron COVID variant and the resulting measures introduced by Government, it was decided to cancel

the Planning, Environment and Transport Committee Meeting scheduled for 16th December with comments collected via email and the response submitted in accordance with the previously agreed scheme of delegation. The responses submitted will be ratified at the next Committee Meeting.

Members also noted that, as the future is uncertain due to COVID, it would seem sensible to plan for the worst-case scenario which could entail difficulties with meeting in person, as it seemed increasingly unlikely that the Government would be reintroducing legislation to permit virtual meetings. Members were reminded that at the start of the pandemic the Council had agreed that, where necessary, decisions could be delegated to the Chairman and Vice Chairman of the Council, the Chairman of the Finance and Administration Committee and the Clerk. In addition, nominated substitutes were the Chairman of the Planning, Environment and Transport Committee, Chairman of the Property Committee and Deputy Clerk (Min. FC/480/20 Council Meeting 2nd July 2020 refers) and Members subsequently **RESOLVED** to **AGREE** that the Council reaffirm this scheme of delegation for all decisions in the event that quorate meetings could not be held.

FC/658/22 **Committees and Working Parties.**

The following Committee Minutes were presented to the Council:-

1. Planning, Environment and Transport Committee held on 28th October and 25th November 2021
2. Property Committee Meeting on 2nd December 2021
3. Finance and Administration Committee Meeting held on 9th December 2021
4. CIL Working Party Meeting held 23rd November 2021

It was **RESOLVED** that the Committee Minutes and Working Party Notes as listed above be received and adopted.

FC/659/22 **Reports from Representatives on Outside Bodies**

Members **NOTED** the report from Cllr. Searle regarding the Horsham Town Community Partnership, as circulated with the Agenda.

FC/660/22 **Chairman's Announcements**

The Council was informed that an initial meeting of the Queen's Green Canopy Working Party was due to be held online on Tuesday 14th December. However, due to the target of offering all adults a booster vaccine before the end of the 2021, enquiries to the office via telephone and in person increased markedly and therefore it had been necessary to postpone this meeting to a rescheduled date of 25th January 2022.

Financial Matters

Finance Report to show income, expenditure and reserves for the period 1st April 2021 to 31st December 2021.

Funding at 31st December 2021

Precept (full year)	338,600
Environmental Grant (full year).	10,356
Community Infrastructure Levy (CIL) Payment	26,163
Total	375,119

Income to 31st December 2021

Cost Centre	Actual income	Annual Budget	Estimated income to 31st December 2021*
Admin	29	100	75
Allotments**	948	875	875
North Heath Hall	37,197	50,000	37,500
Holbrook Tythe Barn	16,428	30,000	22,500
Multi Court Lettings	13,343	20,000	15,000
Roffey Millennium Hall	37,140	60,000	45,000
Total	105,085	160,975	120,950

Expenditure to 31st December 2021

Cost Centre	Actual Expenditure	Annual Budget	Estimated expenditure to 31st December 2021*
Admin***	34,706	50,120	39,965
Grants	5,780	10,000	7,500
Burial	5,596	6,750	5,063
Personnel	202,236	315,450	236,588
Planning, Env, Trans	0	2,250	1,688
Allotments	623	1,575	1,181
Amenity, Recs and Open Spaces	28,000	52,995	39,746
North Heath Hall	11,450	28,421	21,316
Holbrook Tythe Barn	10,470	22,196	16,647
Roffey Millennium Hall	17,077	37,888	28,416
Total	315,938	527,645	398,109
Net expenditure	-210,853	-366,670	-277,159

*Total cost centre budget for 2021/22 divided by 9/12ths.

**Allotment invoices are sent out annually. The full income is expected by the end of April.

***includes insurance estimate of £9,500 paid in one instalment.

Income

As was reported to Members in the Clerk's report, it was noted that income continued to remain lower than that which would be expected for this time of the year, with a difference of £15,865. However, the gap between anticipated and actual income had continued to decrease slightly from 16% of expected income at the end of November to 13% at the end of December.

Expenditure

Significant savings had been made on staff costs, general maintenance and Open spaces. It was reported that all necessary health and safety work had been carried out and ongoing necessary inspections and servicing was continuing. However, as was noted, restricting works to only those necessary under Health & Safety was unsustainable and should be seen as a temporary measure with continuance possibly leading to higher costs in the longer term if repairs are put off until they reach the Health & Safety threshold.

The gap between actual and anticipated expenditure, had increased slightly - from a gap of 20% of anticipated expenditure at the end of month 8, to 21% at the end of month 9.

Reserves

On 31st December 2021 the remaining funds including General Reserves stood at £350,007 and there were additional Ear Marked Reserves of £248,895.

Summary

As stated previously, there was £15,865 less income than budgeted for in the year to date but this was offset by £82,171 less expenditure. The overall position was that expenditure after income was about £66,306 less than anticipated at this time of the financial year. There were adequate reserves to cover 6 months running costs.

- (i) The Council **NOTED** the Financial Report to 31st December 2021.
- (ii) The Council **AGREED** the expenditure lists for October 2021 for £39,719.20, November 2021 for £44,836.55 and December 2021 for £38,989.63 as circulated with the Clerk's report as Appendix 2 and as published on the website.

FC/662/22

Youth Provision in Horsham

As per the Clerk's report, Members were advised that the Parish Council had been approached by HDC on behalf of the three Neighbourhood Councils to enquire whether the NHPC would be willing to contribute a sum of £10,000 towards the costs of the youth engagement work being undertaken in the Town by 4TheYouth.

Further information had been circulated for Members' consideration as an Appendix to the Clerk's report and also via email.

The matter was considered by the Finance and Administration Committee Meeting on 9th December (Min. FC/475/21 refers) with a recommendation to Council that should Members agree to support this initiative, a

contribution of £5,000 be made in the 2022/23 financial year, funded by the Roffey Youth Club Earmarked Reserves and then, on receipt of further information about users and the extension of services into North Horsham, further consideration be given to a multi-year funding agreement from 2023/24.

During the discussion, Members considered funding this initiative through revenue expenditure by an increase in the Precept rather than through the use of Earmarked Reserves, as well as noting the importance of having information about the activities of 4TheYouth in the North Horsham Parish, together with data on the number of North Horsham residents who are users of the services - both historically and in the future - should any funding be agreed.

Finally, there was discussion regarding youth provision and activities for the new Mowbray Estate, north of Horsham, and Members **AGREED** that the importance of planning for the future development by HDC's Youth team should be raised with HDC.

Following the debate, it was **AGREED** that :

- (i) A contribution of £5,000 be made in the 2022/23 financial year, funded by the Roffey Youth Club Earmarked Reserves and then, on receipt of further information about users and the extension of services into North Horsham, consideration be given in the future to a multi-year funding agreement from 2023/24.
- (ii) The importance of planning and preparing for youth provision and activities on the new north of Horsham development should be stressed to HDC.

FC/663/22 Forecast for Year Ending 31st March 2022, Budget and Precept requirement for Year Ending 31st March 2023

Restrictions on voting under Section 106 of the Local Government Finance Act 1992 was noted in the Clerk's report.

Following discussion, it was **RESOLVED** to :

- i. **AGREE** the Forecast for year ending 31st March 2022 as circulated prior to the meeting;
- ii. **AGREE** the Budget for year ending 31st March 2023 as circulated prior to the meeting;
- iii. **AGREE** the Precept requirement of £349,011 for the year ending 31st March 2023

FC/664/22

Councillor Vacancy

Members **NOTED** that due to non-attendance for a period of 6 months, Cllr. Cockerill had vacated his seat in Roffey North Ward. The Monitoring Officer at HDC had been notified and the necessary Notices displayed with a deadline of Thursday 23rd December for an election to be called. Confirmation had been received from HDC that no election had been sought and therefore the Council was free to Co-opt to fill the vacancy.

Cllr. Cockerill had held various appointments and therefore the following were **AGREED** :-

- Finance and Administration Committee - Cllr. A. Shine
- Internal Control Working Party - Cllr. A. Shine

With no proposals for the appointments to WSALC (additional, non-voting) and HALC (additional, non-voting) it was **AGREED** that these would remain vacant, and any interested Councillors should contact the Parish Clerk.

FC/665/22

Policies

The policies under review had been circulated separately with the Agenda and, having noted that each had also been reviewed and considered by the relevant Committee, it was **RESOLVED** to adopt the reviewed policies as follows :

- a) Dog Bin Policy as recommended by the Planning, Environment and Transport Committee Meeting 28th October 2021 (Min. PET/969/21 refers)
- b) Employer Discretions Policy as recommended by the Finance and Policy Committee Meeting 9th December 2021 (Min. FA/482/21 refers)
- c) Safeguarding Policy
- d) Website Accessibility Statement
- e) Statement of Intent as to Community Engagement

FC/666/22

Community Infrastructure (CIL)

The Notes from the recent CIL Working Party had been circulated with the Agenda and it was **NOTED** there whilst there were no recommendations to Council, further enquiries and investigations were underway with a report back to the next meeting of the Working Party, which the Clerk advised would be held in February.

FC/667/22

Internal Audit Report 2021/22 (Interim)

Members **NOTED** the interim Internal Audit report for the 2021/22 financial year prepared by Mulberry and Co, as circulated with the Agenda, including the comments regarding the use of Councillor personal email addresses and the current level of Fidelity insurance.

FC/668/22 Correspondence

The Council **NOTED** correspondence list 1 as circulated with the Agenda, and list 2 issued immediately prior to the meeting, covering the period 4th November 2021 to 13th January 2022.

With regard to the suggestion from WSALC that Parishes should lobby their local MP to gather support for the reinstatement of the ability of Town and Parish Councils to hold virtual meetings, Members **AGREED** that such a letter should be sent to Jeremy Quin, MP.

FC/669/22 Date of next meeting

The next Parish Council Meeting will be held on Thursday 3rd March 2022 (Scheduled).

There being no other business, the Chairman closed the meeting at 8.08pm.

Signed

Date